



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1445
TOPIC: EARLY WARNING TRACKING SYSTEM
ISSUED BY: JAMES PESCHONG, CHIEF OF POLICE
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SUPERSEDES: G.O. 1445, 2002
REFERENCE: G.O. 1440, G.O. 1150

I. POLICY

The Lincoln Police Department maintains an Early Warning Tracking System to provide supervisors with information about employees who may be experiencing a pattern of performance problems.

II. PROCEDURE

A. The Early Warning Tracking System (EWTs) will collect data on critical incidents over a period of time in order to identify those employees who may benefit from appropriate intervention.

B. The EWTs sets a threshold for several types of work-related incidents. When this threshold is met, a supervisor will meet with the employee, confer, and if warranted provide or arrange assistance to correct any performance problems. Resources available may include:

1. Referral to Employee Assistance Program
2. Provision of additional training
3. Supervisory monitoring of job performance.

C. Early Warning Tracking System Incidents

1. Three categories of incidents will be used in the EWTs.
 - a. Category I: Accidents and Injuries
 - (1) Accidents ruled preventable by the Safety Committee.
 - (2) Injuries ruled preventable by the Safety Committee.
 - b. Category II: Citizen Complaints
 - (1) Employee Incident Report complaints sustained against the employee.
 - (2) Internal Affairs complaints sustained against the employee.
 - c. Category III: Use of Control Techniques
 - (1) Hard empty hand techniques
 - (2) Use of intermediate weapons
 - (3) Discharge of firearms
 - (4) Lethal control

2. EWTs reviews will take place whenever an employee accumulates:

- a. Three incidents identified within six months in any single category, or;
- b. Six incidents within six months in any combination of categories.

3. The Internal Affairs Unit will be responsible for the collection of data used for tracking and the reporting of data to the chief of police.

D. EWTs Reviews

1. The Internal Affairs Unit shall prepare a report each month for the chief of police identifying all employees who currently meet the review criteria, and the number and type of incidents for each.
2. The chief of police shall determine whether the employee's performance should be reviewed by his or her supervisor, and if so, shall direct an EWTs form to the employee's unit manager. This form shall include a listing of the incidents leading to the review.
3. The employee's unit manager and supervisor are responsible for meeting with the employee and reviewing all relevant documentation. He or she shall determine what, if any, intervention is called for, and shall initiate this action.
4. The employee shall initial the EWTs form, and may include written comments.
5. The unit manager shall complete the EWTs form within 10 days, and return this to the Internal Affairs Unit for review.
6. Completed EWTs forms will be maintained in the employee's personnel file and may be removed following the same guidelines as Employee Incident Reports.

E. The Internal Affairs Unit will prepare an annual report of the number of employees identified by the EWTs and an overall evaluation of the system.